



## STATE OF INDIANA

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DEPARTMENT OF FIRE AND BUILDING SERVICES  
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INDIANA GOVERNMENT CENTER SOUTH  
302 W. WASHINGTON ST., ROOM E208  
INDIANAPOLIS, IN 46204

## **SENIOR OFFICIALS WORKSHOP FOR WMD/TERRORISM INCIDENT PREPAREDNESS**

### **Emergency Management Training Course Announcement**

This course is being offered by the Office of Domestic Preparedness in conjunction National Rescue Training Center (NERRTC), and the State Emergency Management Agency's Public Safety Training Institute/Emergency Management Training Academy.

### **Who Should Attend**

The Senior Officials Workshop (SOW) for Weapons of Mass Destruction (WMD) and Terrorism Incident Preparedness is conducted as an executive-level workshop for a city's elected and non-elected senior officials. The purpose of the SOW is to provide a forum to discuss the strategic and executive-level issues and challenges related to WMD/terrorism preparedness, share proven strategies and practices, and enhance teamwork and coordination amongst the city's senior officials responsible for emergency response to a WMD/terrorism incident. It is a facilitated workshop designed for a small group method of delivery to approximately 15-20 participants. The participants should be the chiefs and/or directors of the community's response agencies and departments representing the fire, law, EMS, Hazmat, public works, public health, emergency management, governmental disciplines/services and medical treatment facilities.

### **Course Description**

This one-day: 6-hour executive workshop integrates multimedia scenarios and vignettes that highlight the key issues and facilitate discussion. The executive workshop theme is "knowing the right questions to ask ...and getting the right answers". Workshop participants are provided a SOW for WMD/Terrorism Incident Preparedness Executive Handbook outlining executive-level issues and discussion topics using the preparedness (pre-incident), response (incident), and recovery (post-incident) phases of the traditional emergency management framework. Additionally, the executive handbook contains important "desktop" appendices including a basic glossary/acronyms; the Terrorism Incident Annex to the Federal Response Plan (FRP); an explanation of the Department of Homeland Security (DHS) Office for Domestic Preparedness (ODP) State Homeland Security Assessment and Strategy (SHSAS) Process for WMD equipment, training, exercises, and technical assistance funding processes as well as other federal WMD/terrorism preparedness assistance programs; discussions of the appropriate WMD/terrorism incident courses/training necessary for the community's emergency responders and incident management team; a synopsis of federal WMD operational response capabilities; and an index of internet sites which provide "online" information to assist communities in the preparation for and management of a WMD/terrorism incident.

## Administrative Information

The course will be conducted **July 14<sup>th</sup>, 2004 at the Emergency Management Training Academy, Grissom AFB, Peru, Indiana.** Registration starts at 8:30 A.M. The course will begin at 9:00 A.M. and adjourn at 3:00 P.M., with a one-hour break for lunch.

There is no charge for attending this course, however students will be responsible for their own travel and meals. Refreshments will be provided. The Emergency Management Training Academy will provide lodging through direct billing arrangements with the Hampton Inn and Suites in Kokomo. Upon confirmation of acceptance to the course, you may register for a room by calling 765-455-2900; please let them know you are with SEMA. No lodging is provided for student residing within 50 miles of the training location. Participants who reside over 75 miles from the training location are eligible for overnight lodging the night before this course.

To register, please complete the attached training application. Upon completion of the training application, please forward it to this office per the instructions indicated on the form. Class size is limited and you will be notified of your acceptance in the course. **Registration is due by June 23<sup>rd</sup>** to allow time for the preparation of course materials.

Please circulate this course announcement to members of your emergency response community and other agencies, organizations or individuals having a role in emergency or disaster response.

If you have any questions concerning this course contact me at (317) 232-3984, e-mail [hstegerman@sema.state.in.us](mailto:hstegerman@sema.state.in.us). For course registration, please contact Mr. Josh Blair, Preparedness Division Secretary at (317) 233-1090, e-mail [jblair@sema.state.in.us](mailto:jblair@sema.state.in.us).

Professionally,

Heather M. Stegerman  
Manager,  
Emergency Management Training Branch